

Virginia Department of Taxation



eForms W-2 – 1099 Guide

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Overview

Virginia's [eForms](#) system is a free and secure system using **fillable electronic forms** to electronically file your wage and tax statements to the Virginia Department of Taxation (Department).

This means you key your W-2 or 1099 information into the eForm and submit it electronically to the Department. eForms allow you to file directly from your web browser, all without signing up.

The eForms W-2 – 1099 Guide will explain:

- How to use eForms to file your W-2 and 1099 data
- How Authentication works via the Business iFile and eForms systems
- How to save and/or print a summary of your data as an Adobe PDF (image document)

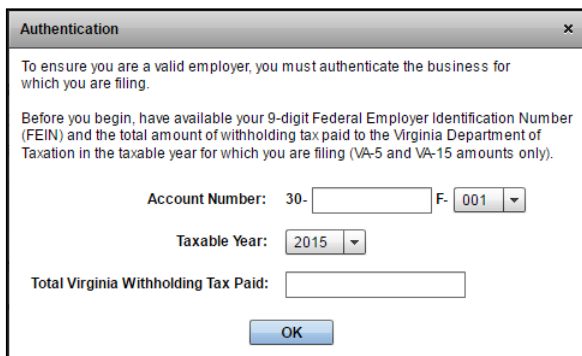
Authentication Requirements

Before using eForms to key in wage statement data, you are required to authenticate the business for which you are filing. There are two ways to do this and access the applicable W-2 or 1099 eForm.

1. Access directly from the [eForms homepage](#), or
2. Access after logging in to your [Business iFile](#) account

eForms Homepage

The [eForms](#) do not require a separate sign-up to use them. Instead, you are required to authenticate the specific business by providing the following information.



- The Employer FEIN (and account suffix)
- The Tax Year for which you are filing
- The total amount of withholding tax paid to the Virginia Department of Taxation during the filing year

NOTE: The total amount of withholding paid is the sum of all payments made in the taxable year, only from VA-5 or VA-15 amounts. If you paid penalty / interest with your VA-5 or VA-15s, please ensure it is included in the amount paid field.

Business iFile Account

Logging in through a [Business iFile](#) account will address the authentication required to use the W-2 eForms. There are two ways to access the applicable eForm, when logged into Business iFile.

1. Click "File / Pay Taxes" and select the eForms option for the specific W-2, 1099-R or 1099-MISC eForm.
2. Select the eForms option from the VA-6 (or VA-6H) confirmation page.

Business iFile provides separate links to the **eForms** system and to the **Web Upload** system, so customers can file wage statements according to their needs.



Entering W-2, 1099-R or 1099-MISC Data

Once authentication is complete, you will be able to manually enter your data onto the eForms screens.

Regardless of your authentication method, the same screens are displayed for you to key in the wage statement data.

- “Step 1” tab / screen – demographics for the employer or payer
- “Step 2” tab / screen – entries for each employee or payee

Also, please remember these details:

- The FEIN may not be changed.
- Confirm the correct tax year is displayed for the wage statement data.

Previews of these screens are available in each Appendix listed below.

- [Appendix A](#) – W-2
- [Appendix B](#) – 1099-R
- [Appendix C](#) – 1099-MISC

Reminder - additional information on using the eForms system is available on the [eForms FAQs](#) page.

Contact Resources

If you are unsure of the total Virginia withholding tax paid or have other W-2/1099 eForms questions (ex. amending / correcting data) not covered per the [Electronic W-2 – 1099 Filing Guidelines](#), please [Contact Us](#) for further assistance.

For additional information on using the [eForms](#) system, see the [eForms FAQs](#) page.

Appendix A – W-2 Preview Screens

The images below are screenshots of the W-2 screens in eForms that can only be accessed after completing the eForms W-2 Authentication Process.

- DO NOT mail a copy of the submitted eForm confirmation page to the Virginia Tax Department.
- DO NOT use these eForms W-2 screens as W-2s distributed to your employees.

The screenshot displays the 'Form W-2 Wage and Tax Statement' interface, specifically the 'Form W-2 Step 2' tab. The status at the top right is 'Status: NOT FILED'. A yellow callout box explains that Step 1 is for Employer Information and Step 2 is for Employee Information, both required before submission. The main section is titled 'Employer Information' and includes fields for 'For Tax Year' (set to 2015), 'FEIN', 'Business Name', 'Business Contact Name', and 'Business Contact Phone Number'. A yellow callout box notes that the selected tax year will appear on the 'Step 2' screen. On the left, 'Helpful Filing Information' lists rules such as the 100-employee limit and the ability to save as a draft. A final yellow callout box states that only Virginia W-2 data can be entered here, directing users to 1099-R or 1099-MISC forms for other data. At the bottom right are 'Save As Draft' and 'Next Step' buttons.

Form W-2 Step 1 Form W-2 Step 2

Form W-2
Wage and Tax Statement

For assistance: [eForms User Guide](#) [eForms FAQs](#)
[Contact Us](#)

Employer Information

For Tax Year 2015 **FEIN**

Business Name

Business Contact Name **Business Contact Phone Number**

Helpful Filing Information

- Fields can be edited at any time before submitting the statement.
- Additional rows can be added by selecting the **Add W-2** button; individual rows can be deleted by selecting the **Delete** button.
- You may only enter 100 employee records per submission. If you have more than 100 employees, submit additional W-2 eForms.
- You may click **Save As Draft** if you wish to resume filing at a later date.
- Do not use this form to submit income or withholding information for Form 1099.

Save As Draft **Next Step**

Callout 1: The "Step 1" screen allows you to enter **Employer** Information. The "Step 2" screen allows you to enter **Employee** Information. Both must be completed before submitting your W-2s.

Callout 2: The Tax Year you select will display on the "Step 2" screen.

Callout 3: Only Virginia W-2 data may be entered into this W-2 eForm. If you wish to submit 1099 data electronically, review the [1099-R](#) or [1099-MISC](#) eForm details.

W-2 Preview Screens

“Step 2” Screen for the W-2 eForm

The screenshot displays the "2015 Employee W-2 Information" screen. At the top, there are two tabs: "Form W-2 Step 1" and "Form W-2 Step 2". The main title is "2015 Employee W-2 Information". Below the title, it shows "Number of W-2s: 1". To the right, there are two summary fields: "Total Virginia State Wages: \$0.00" and "Total Virginia State Tax Withheld: \$0.00". A callout bubble points to these fields, stating: "The totals displayed update with each W-2 entry added. Confirm the totals are correct before going to the next steps."

#	SSN	First Name	Last Name	Address	City	State	ZIP Code	Virginia State Wages	Virginia State Tax Withheld
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	VA	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table, there is an "Add W-2" button and a "Delete" button. A callout bubble points to the "Add W-2" button, stating: "You can Add or Delete W-2s prior to submitting the information. Up to 100 W-2s may be in an eForm W-2 submission."

Another callout bubble points to the "City", "State", and "ZIP Code" fields, stating: "The City, State and Zip Code of the **Employee** may be left blank only if the information is unknown."

A third callout bubble points to the "Virginia State Wages" and "Virginia State Tax Withheld" fields, stating: "Only **Virginia** Wages and Withholding may be entered into the eForm W-2. Entering data into this W-2 eForm means you are indicating that only Virginia Wages and Withholding will be submitted."

At the bottom left, a callout bubble points to the "Back to Step 1" button, stating: "You can go back to the 'Step 1' screen by clicking this button or the 'Step 1' tab at the top of the screen."

At the bottom right, a callout bubble points to the "Next Step" button, stating: "You will be able to save a PDF copy with a summary of your eForm W-2 data, once you finish all of the steps and submit it to the Virginia Tax Department."

The bottom of the screen has three buttons: "Back to Step 1", "Save As Draft", and "Next Step".

Appendix B – 1099-R Preview Screens

The images below are screenshots of the 1099-R screens in eForms that can only be accessed after completing the eForms 1099-R Authentication Process.

- DO NOT mail a copy of the submitted eForm confirmation page to the Virginia Tax Department.
- DO NOT use these eForms 1099-R screens as 1099-Rs distributed to your payees.

The screenshot displays the 'Form 1099-R' interface. At the top, there are two tabs: 'Form 1099-R Step 1' and 'Form 1099-R Step 2'. A status bar on the right indicates 'Status: NOT FILED'. The main heading is 'Form 1099-R' followed by 'Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.'. Below this, there are links for 'eForms User Guide', 'eForms FAQs', and 'Contact Us'. The left sidebar contains 'Helpful Filing Information' with four bullet points. The right section is titled 'Payer Information' and includes fields for 'For Tax Year' (set to 2015), 'FEIN', 'Business Name', 'Business Contact Name', and 'Business Contact Phone Number'. At the bottom right are 'Save As Draft' and 'Next Step' buttons. Three yellow callout boxes provide additional instructions: one about the steps, one about the tax year selection, and one about Virginia-specific data entry.

Form 1099-R Step 1 Form 1099-R Step 2

Form 1099-R
Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
For assistance: [eForms User Guide](#) [eForms FAQs](#)
[Contact Us](#)

Helpful Filing Information

- Fields can be edited at any time before submitting the statement.
- Additional rows can be added by selecting the **Add 1099-R Payee** button; individual rows can be deleted by selecting the **Delete** button.
- You may only enter 100 1099-R Payee records per submission. If you have more than 100 Payees, submit additional 1099-R eForms.
- You may click **Save As Draft** if you wish to resume filing at a later date.
- Do not use this form to submit income or withholding information for Form W-2.

Payer Information

For Tax Year: 2015 FEIN:

Business Name:

Business Contact Name: Business Contact Phone Number:

Save As Draft Next Step

The "Step 1" screen allows you to enter **Payer** Information. The "Step 2" screen allows you to enter **Payee** Information. Both must be completed before submitting your 1099-Rs.

The Tax Year you select will display on the "Step 2" screen.

Only Virginia 1099-R data may be entered into this 1099-R eForm. If you wish to submit W-2 data electronically, review the [W-2 eForm details](#).

1099-R Preview Screens

“Step 2” Screen for the 1099-R eForm

Form 1099-R Step 1

Form 1099-R Step 2

2015 1099-R Payee Information

Number of 1099-R Payees: 1

Total Virginia State Tax Withheld: \$0.00

#	SSN	Distribution Codes	First Name	Last Name	Address	City	State	ZIP Code	Gross Distribution	Taxable Amount	Virginia State Tax Withheld
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	VA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add 1099-R Payee

You can Add or Delete 1099-Rs prior to submitting the information.

Up to 100 1099-Rs may be in an eForm 1099-R submission.

The City, State and Zip Code of the **Payer** may be left blank only if the information is unknown.

Only **Virginia** amounts and Withholding may be entered into the fields of the eForm 1099-R.

Entering data into this 1099-R eForm means you are indicating that only Virginia amounts and Withholding will be submitted.

You can go back to the “Step 1” screen by clicking this button or the “Step 1” tab at the top of the screen.

You will be able to save a PDF copy with a summary of your eForm 1099-R data, once you finish all of the steps and submit it to the Virginia Tax Department.

Back to Step 1

Save As Draft

Next Step

The total displayed will update with each 1099-R entry added.

Confirm the totals are correct before going to the next steps.

Appendix C – 1099-MISC Preview Screens

The images below are screenshots of the 1099-MISC screens in eForms that can only be accessed after completing the eForms 1099-MISC Authentication Process.

- DO NOT mail a copy of the submitted eForm confirmation page to the Virginia Tax Department.
- DO NOT use these eForms 1099-MISC screens as 1099-MISCs distributed to your payees.

Form 1099-MISC Step 1 Form 1099-MISC Step 2

Form 1099-MISC
Miscellaneous Income

For assistance: [eForms User Guide](#) [eForms FAQs](#)
[Contact Us](#)

Status: NOT FILED

The "Step 1" screen allows you to enter **Payer** Information.
The "Step 2" screen allows you to enter **Payee** Information.
Both must be completed before submitting your 1099-Rs.

Helpful Filing Information

- Fields can be edited at any time before submitting the statement.
- Additional rows can be added by selecting the **Add 1099-MISC Payee** button; individual rows can be deleted by selecting the **Delete** button.
- You may only enter 100 1099-MISC Payee records per submission. If you have more than 100 Payees, submit additional 1099-MISC eForms.
- You may click **Save As Draft** if you wish to resume filing at a later date.
- Do not use this form to submit income or withholding information for Form W-2.

Only Virginia 1099-MISC data may be entered into this 1099-MISC eForm. If you wish to submit W-2 data electronically, review the [W-2 eForm details](#).

Payer Information

For Tax Year 2015 The Tax Year you select will display on the "Step 2" screen.

FEIN

Business Name

Business Contact Name **Business Contact Phone Number**

1099-MISC Preview Screens

“Step 2” Screen for the 1099-MISC eForm

Form 1099-MISC Step 1

Form 1099-MISC Step 2

2015 1099-MISC Payee Information

Number of 1099-MISC Payees: 1

Total Virginia State Tax Withheld: \$0.00

#	SSN	First Name	Last Name	Address	City	State	ZIP Code
	Virginia State Tax Withheld	Rents	Royalties	Other Income	Fishing Boat Proceeds	Medical and Health Care Payments	Nonemployee Compensation
	Substitute Payments in lieu of Dividends or Interest	Crop Insurance Proceeds	Excess Golden Parachute Payment	Gross Proceeds Paid to an Attorney in Connection with Legal Services	Section 409A Deferrals	Section 409A Income	
	SSN...	First Name...	Last Name...	Address...	City...	VA	ZIP Code...
1	Virginia State Tax ...	Rents...	Royalties...	Other Income...	Fishing Boat Proc...	Medical and Healt...	Nonemployee Co...
	Substitute Payme...	Crop Insurance Pr...	Excess Golden P...	Gross Proceeds P...	Section 409A Def...	Section 409A Inco...	

Add 1099-MISC Payee

You can Add or Delete 1099-MISCs prior to submitting the information.
Up to 100 1099-MISCs may be in an eForm 1099-MISC submission.

Only Virginia amounts and Withholding may be entered into the fields of the eForm 1099-MISC.
Entering data into this 1099-MISC eForm means you are indicating that only Virginia amounts and Withholding will be submitted.

You can go back to the “Step 1” screen by clicking this button or the “Step 1” tab at the top of the screen.

The total displayed will update with each 1099-MISC entry added.
Confirm the totals are correct before going to the next steps.

The City, State and Zip Code of the **Payer** may be left blank only if the information is unknown.

You will be able to save a PDF copy with a summary of your eForm 1099-MISC data, once you finish all of the steps and submit it to the Virginia Tax Department.

Back to Step 1

Save As Draft

Next Step